



RAISING AWARENESS OF SUPPORT INSTITUTIONS IN TARGETED CLUSTERS IN EXPORT PROCEDURES & PARTICIPATION IN LOCAL/INTERNATIONAL TRADE FAIRS

Final Report

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Introduction

The Social Fund for Development (SFD) in partnership with the African Development Bank (AFDB), agreed to implement a project to create an overall enabling environment for Micro, Small, and Medium Enterprises (MSMEs) operating out of organic clusters and increase their contribution towards economic growth and employment. The Organic Clusters Project focuses its resources on two pilot clusters; namely the Furniture Cluster in Damietta as well as the Hand-made Carpet Cluster in several geographic areas including Monofeya, Fowa, Beni-Suef, and Abees in Alexandria. The consultant was assigned the following objectives to fulfill:

1. To conduct trainings on export procedures and effectively plan and participate in local/international trade fairs as a cluster to targeted participants (including MSME owners) to raise their awareness.
2. To provide coaching sessions to all targeted groups (from both Furniture & Handmade clusters) to address their specific needs to be able to practically apply overall learning acquired during above mentioned training workshops.
3. To provide technical assistance to the NGOs (in the handmade carpet cluster only) to jointly participate in an efficient and effective manner in La Casa trade fair (May 12-15, 2016). This support includes taking the responsibility of the construction of a joint booth for the NGOs participating in the trade fair from handmade carpet cluster.
4. To provide SFD with feasible and applicable recommendations at the policy level to optimize clusters export potential and to boost clusters ability to export their products.

Due to time constraints before the targeted trade fair (La Casa), it was decided that it's best to focus first on assisting the handmade cluster NGOs to jointly participate in one booth (point 3 above). Therefore, a part of the workshops and coaching sessions were conducted before the trade fair for participating NGOs and the rest were conducted after the trade fair to build on lessons learned throughout the trade fair.

Assignment activities and accomplishments

The following table provides a list of the activities and accomplishments based on the deliverables agreed upon:

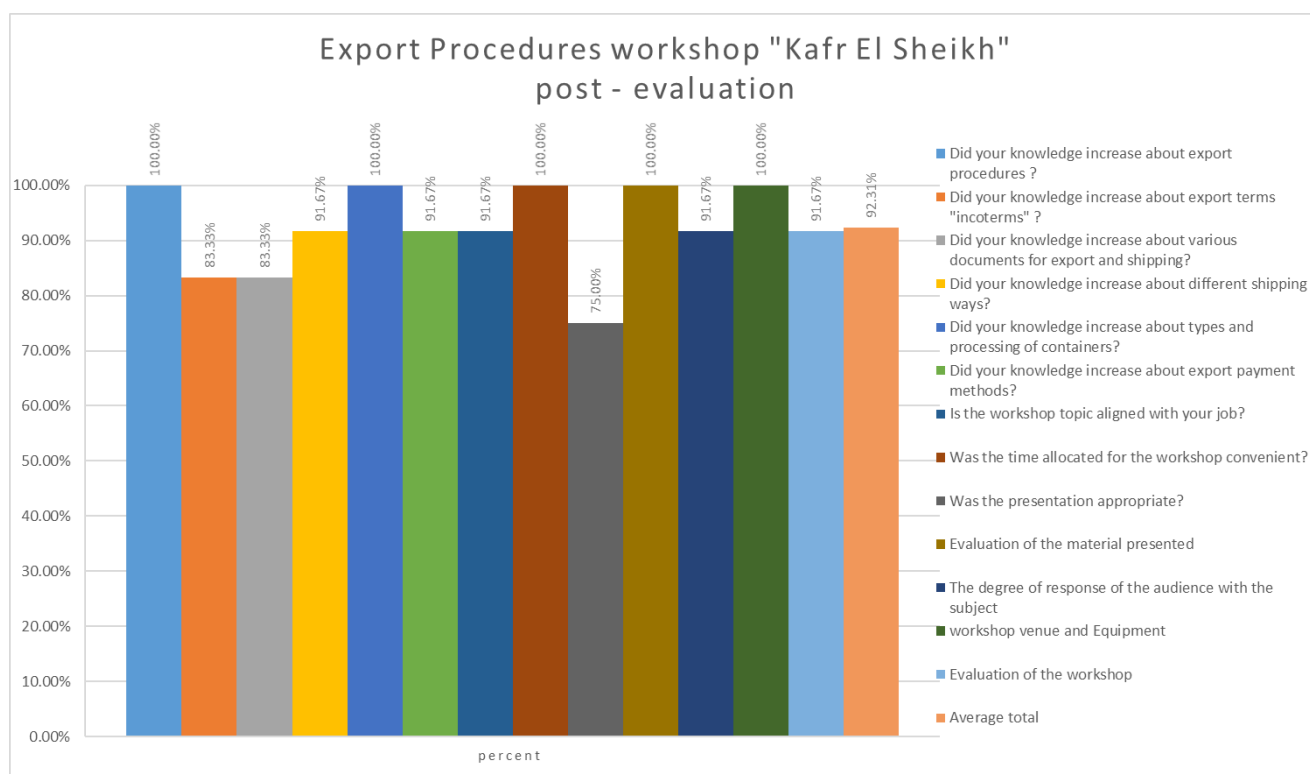
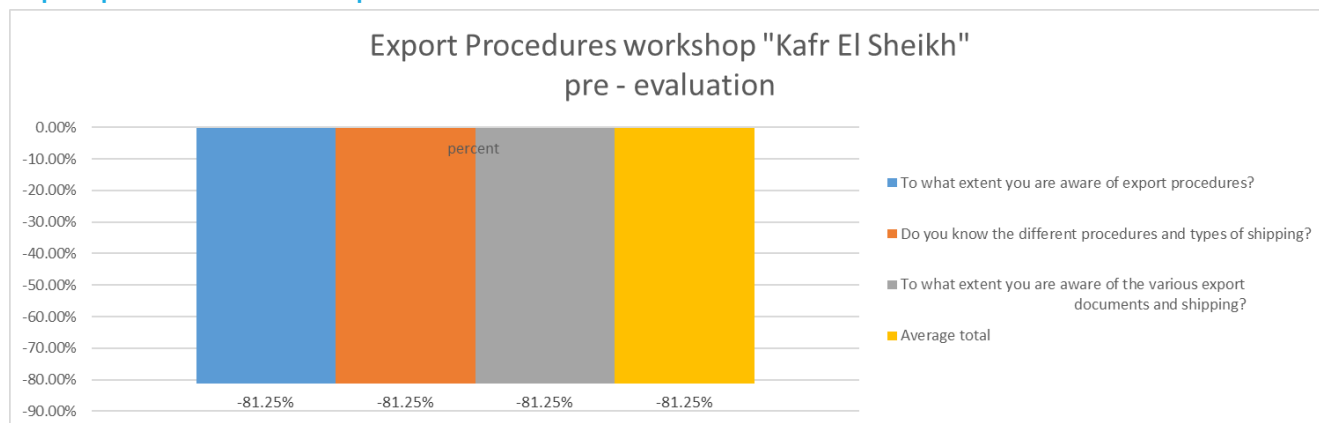
Deliverable	Activity/Accomplishment	Brief Description
1.	Writing an inception report	The inception report included the implementation plan, timeline and methodology that was used in the assignment
2.	Providing the training material that was used during the assignment	This included the training program agenda, material that was used during workshops and coaching including handouts and power point presentations
3.	Participating at La Casa Trade Fair	Before and during the trade fair, participating NGOs from Kafr El Sheikh and Monofeya were provided technical assistance needed to enable them to jointly participate in one booth rather than one booth for each NGO In addition, one collective booth was designed and established for handmade cluster at La Casa trade fair that featured Bank/ SFD support and enabled all NGOs to function as one cluster; and participate effectively/ efficiently in one joint booth
4.	Conducting workshops and coaching in Kafr El Sheikh	Conducted awareness raising workshops on export procedures and participation in trade fairs for both NGOs in Kafr El-Sheikh, followed by a one-day coaching session for each NGO at the NGO premises
5.	Conducting workshops and coaching in Monofeya	Conducted awareness raising workshops on export procedures and participation in trade fairs for the 3 NGOs in Monofeya, followed by a one-day coaching session for each NGO at the NGO premises
6.	Conducting workshops and coaching in Damietta	Conducted awareness raising workshops on export procedures and participation in trade fairs for both NGOs in Damietta, followed by a one-day coaching session for each NGO at the NGO premises
7.	Conducting a workshop and coaching in Cairo	Conducted an awareness raising workshop in Cairo on export procedures & participation in trade fairs for key stakeholder organizations concerned with the development of targeted clusters (SFD, MOIT, FEI), followed by a one-day coaching session for SFD NFSCS at the

Workshops pre and post evaluation

The pre and post evaluation were given in each governorate to all attendees from targeted NGOs and the following are the results:

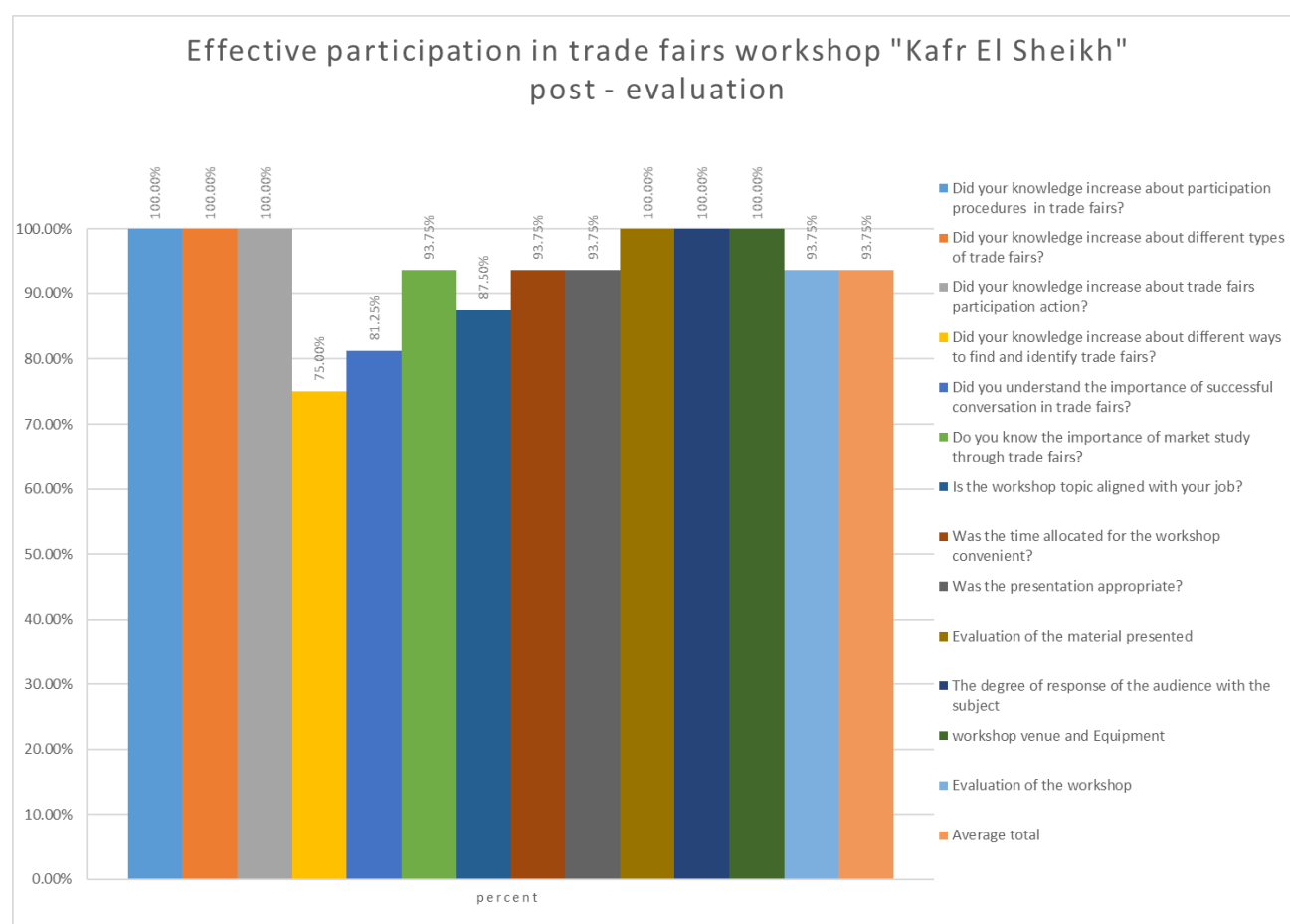
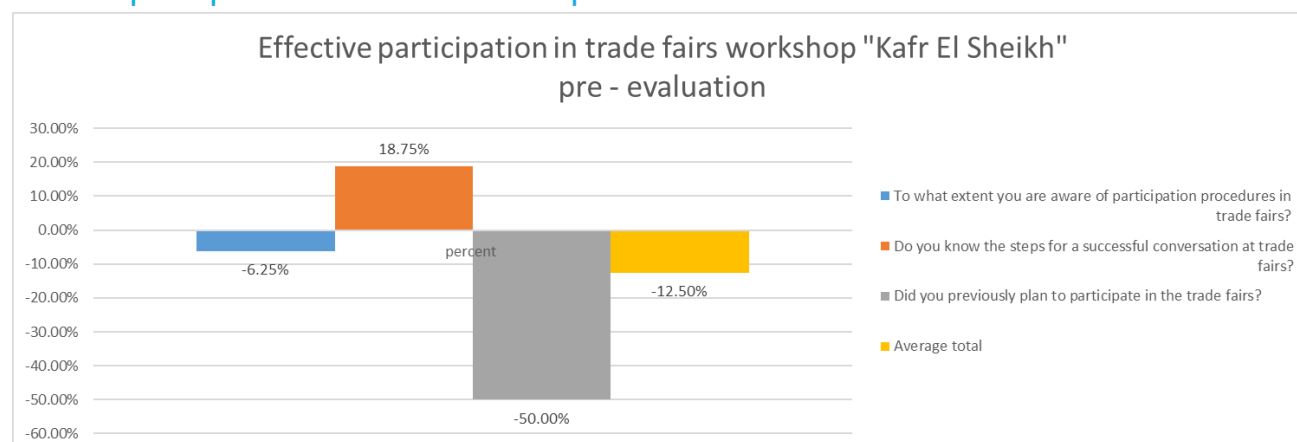
Kafr El Sheikh

Export procedures workshop results



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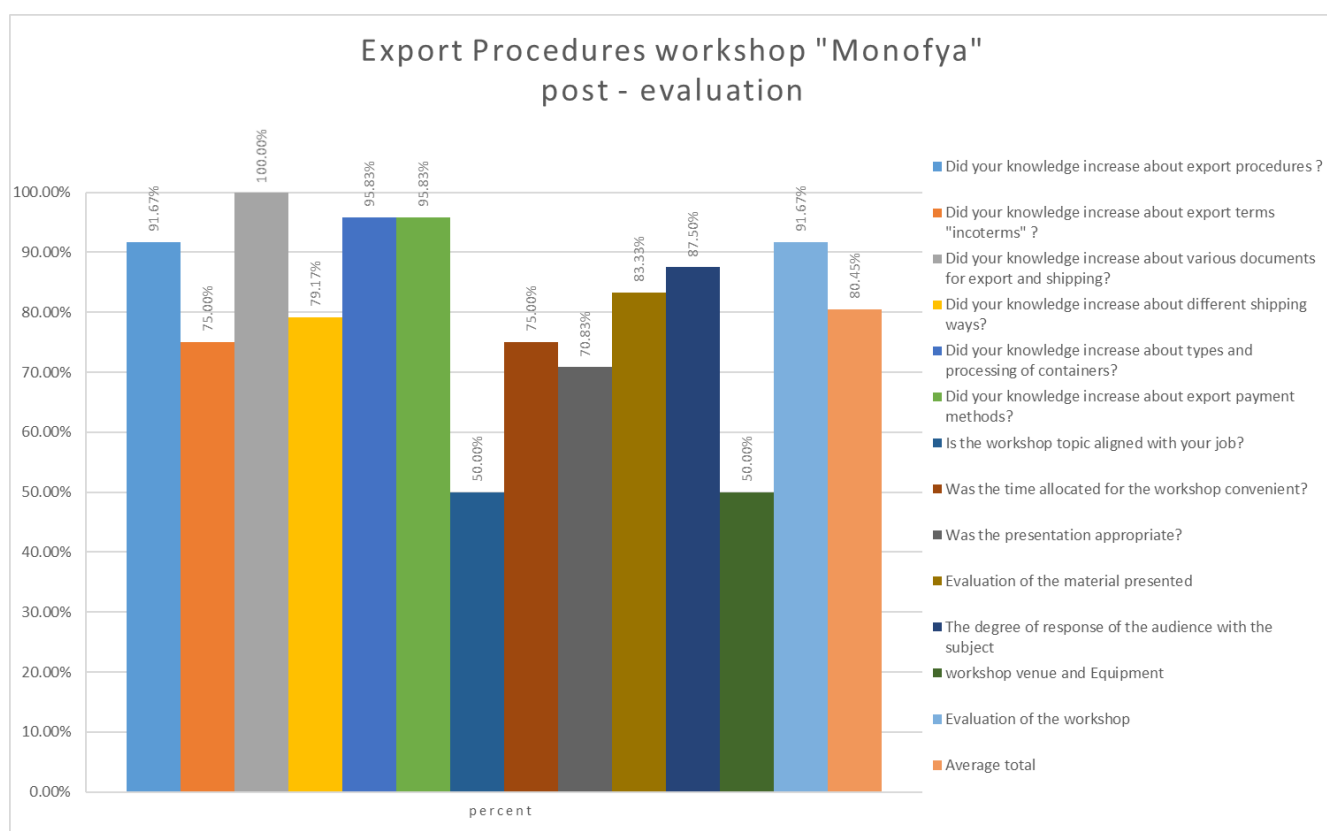
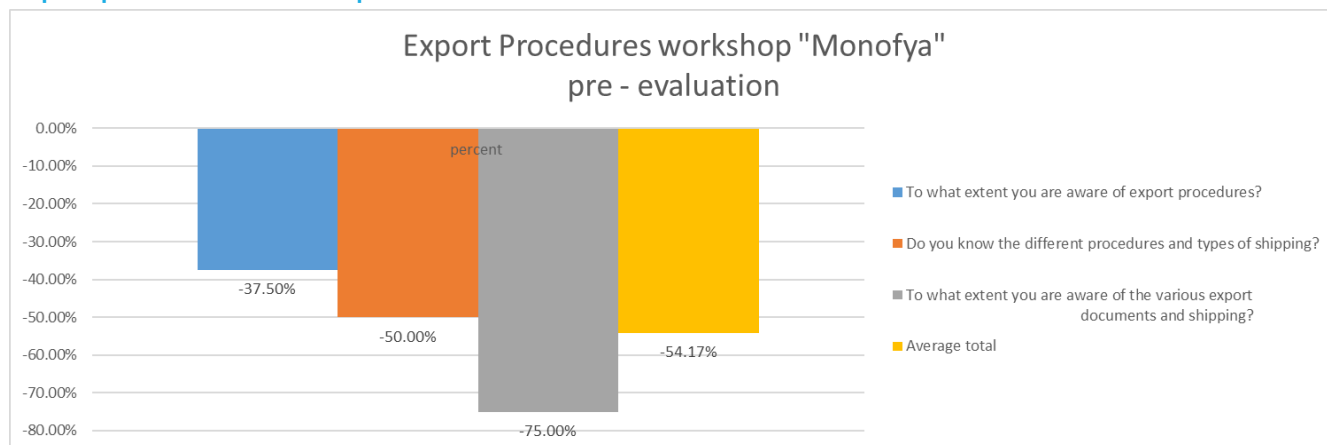
Effective participation in trade fairs workshop "Kafr El Sheikh"



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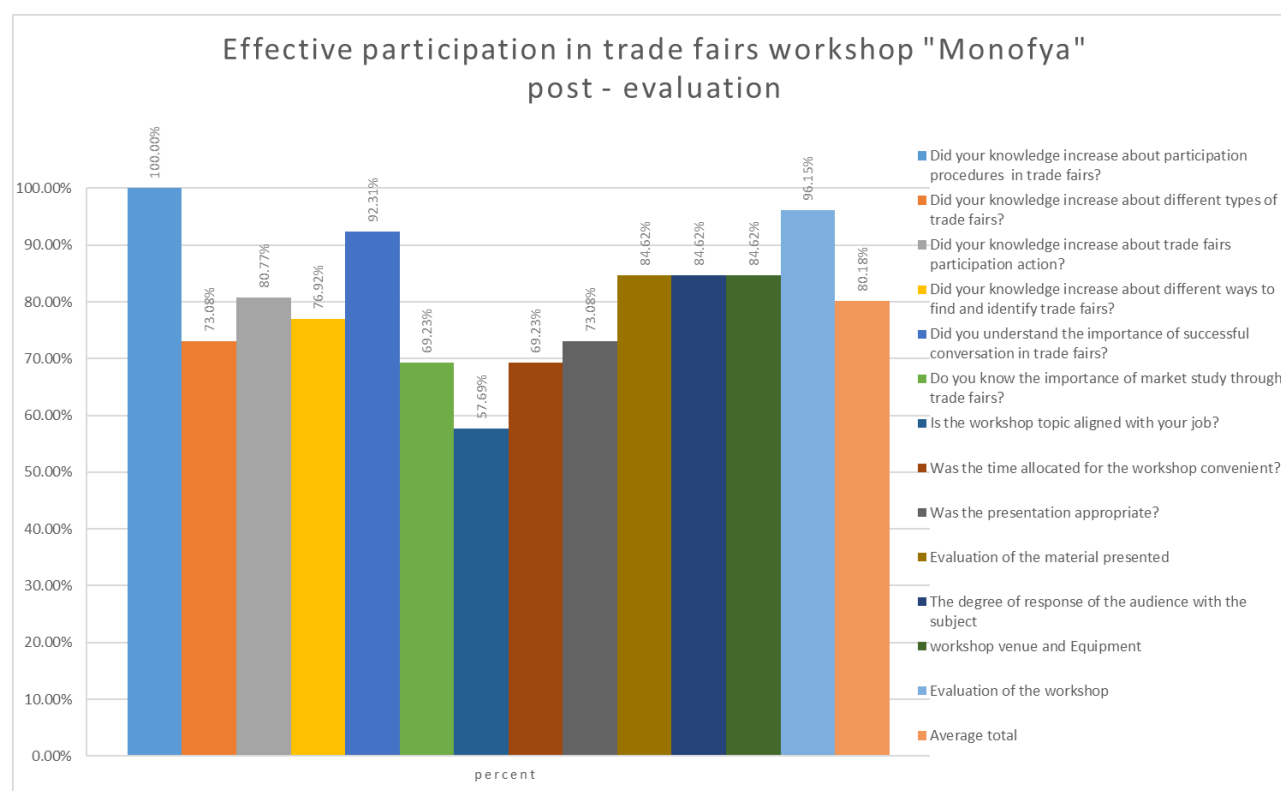
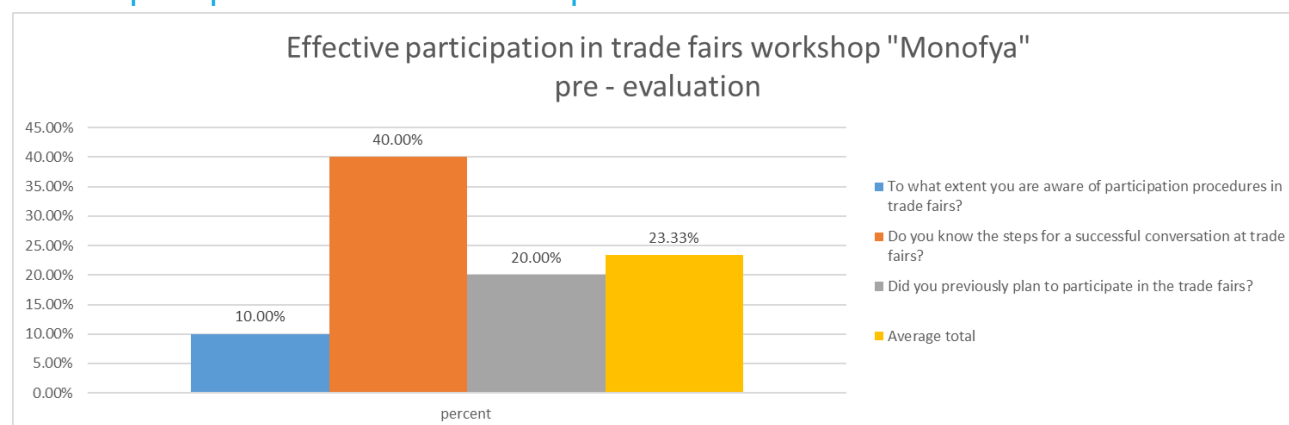
Monofeya

Export procedures workshop results



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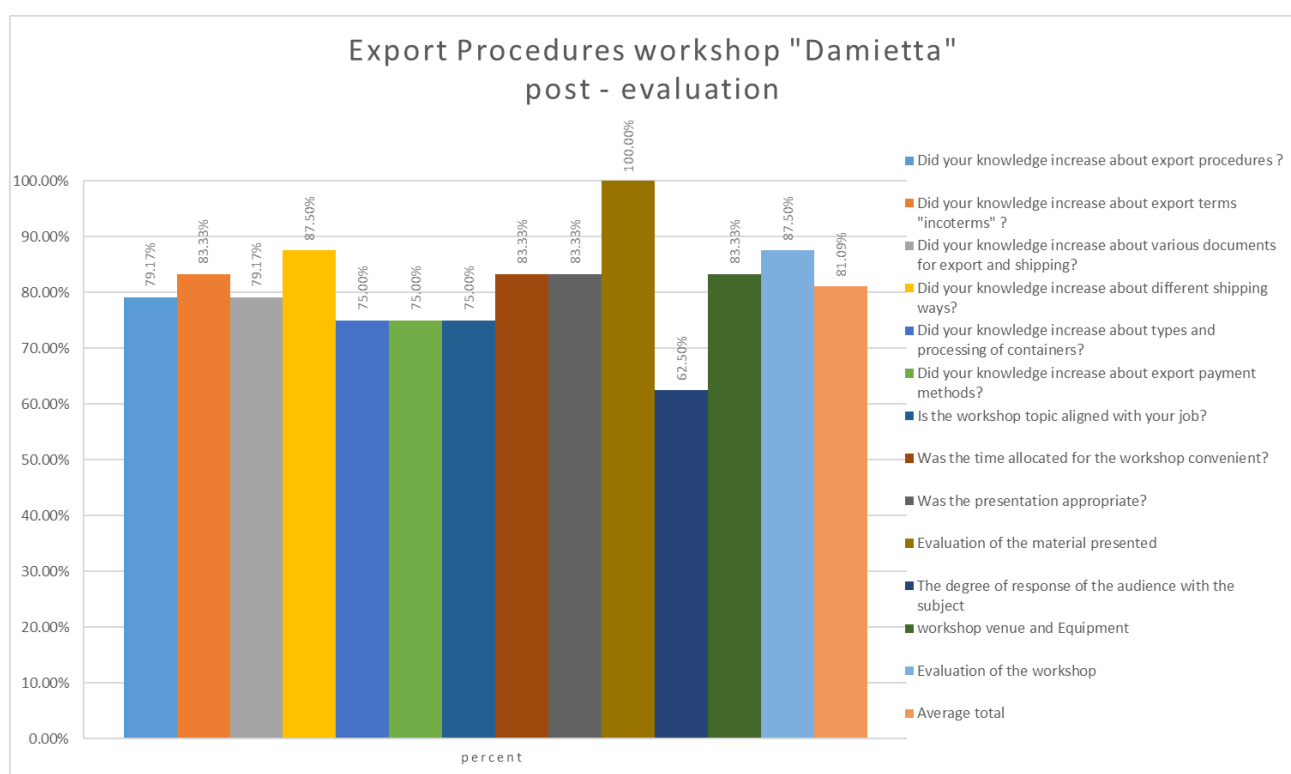
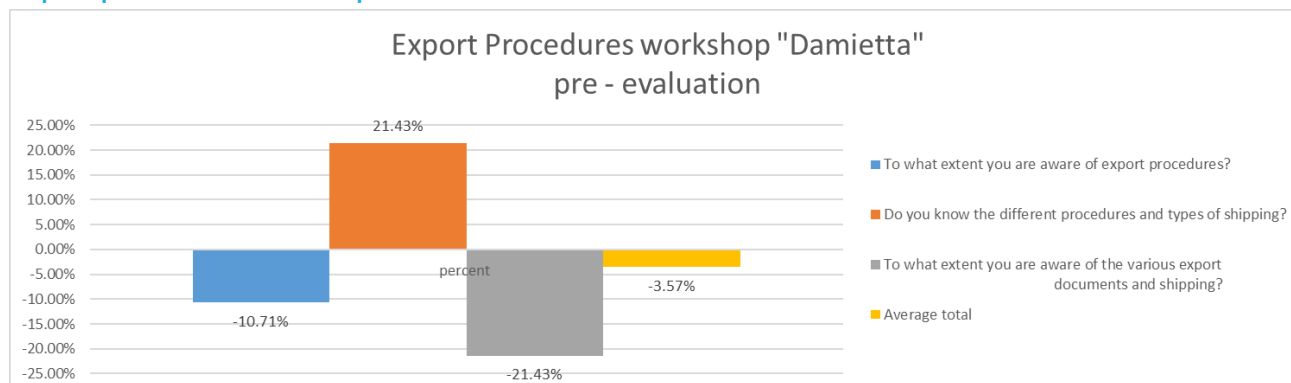
Effective participation in trade fairs workshop "Monofya"



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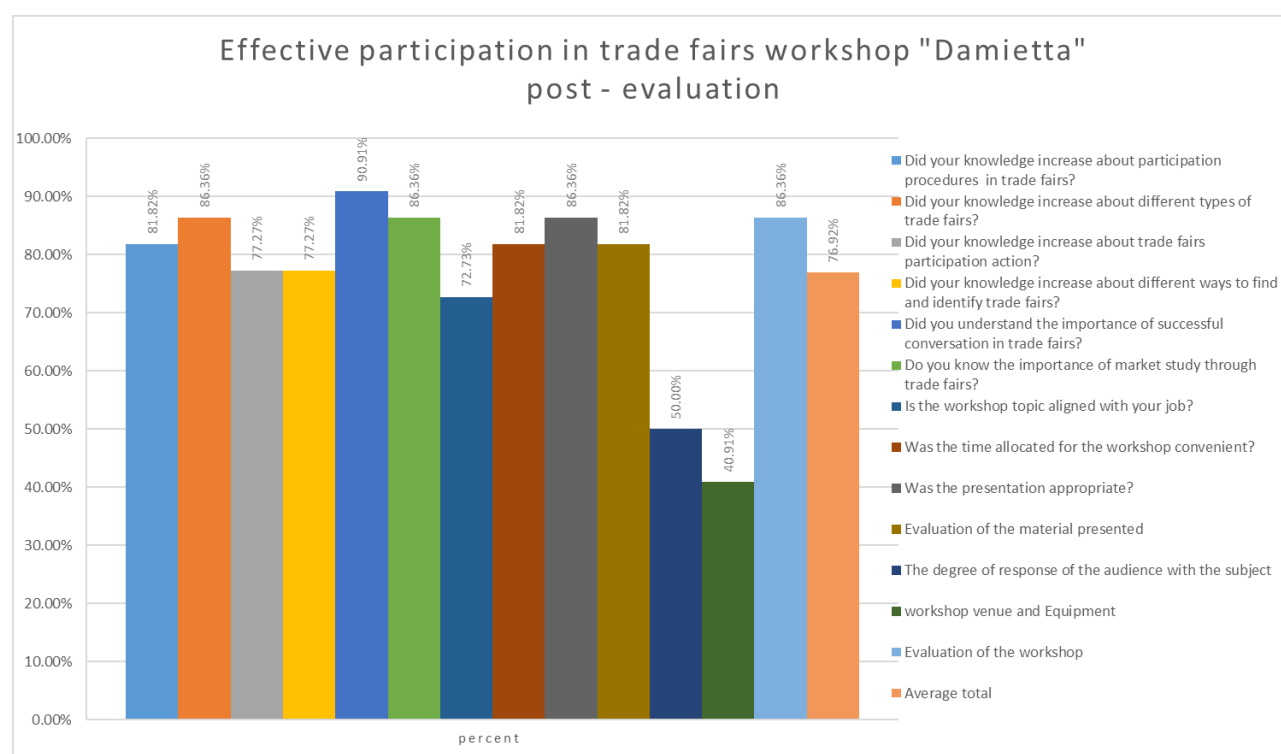
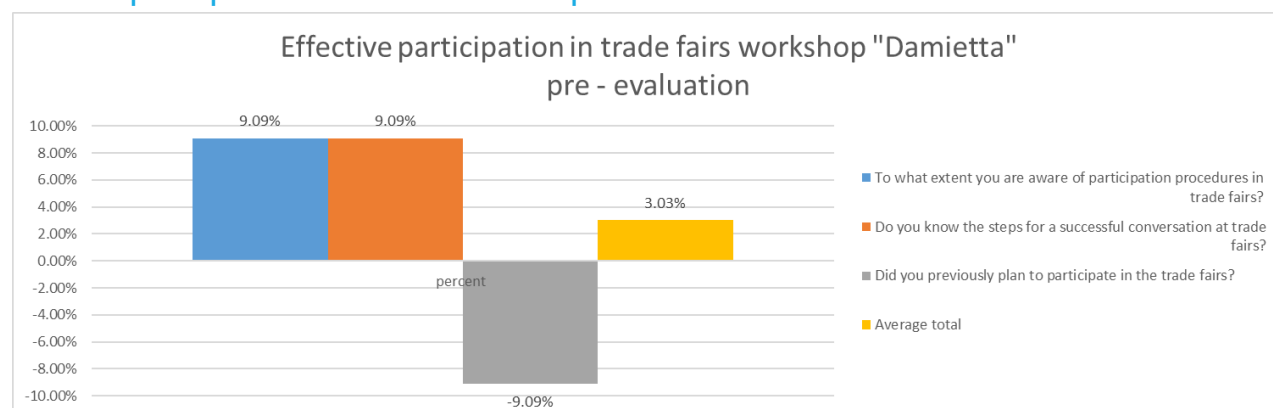
Damietta

Export procedures workshop results



RAISING AWARENESS OF SUPPORT INSTITUTIONS IN TARGETED CLUSTERS IN EXPORT PROCEDURES & PARTICIPATION IN LOCAL/INTERNATIONAL TRADE FAIRS

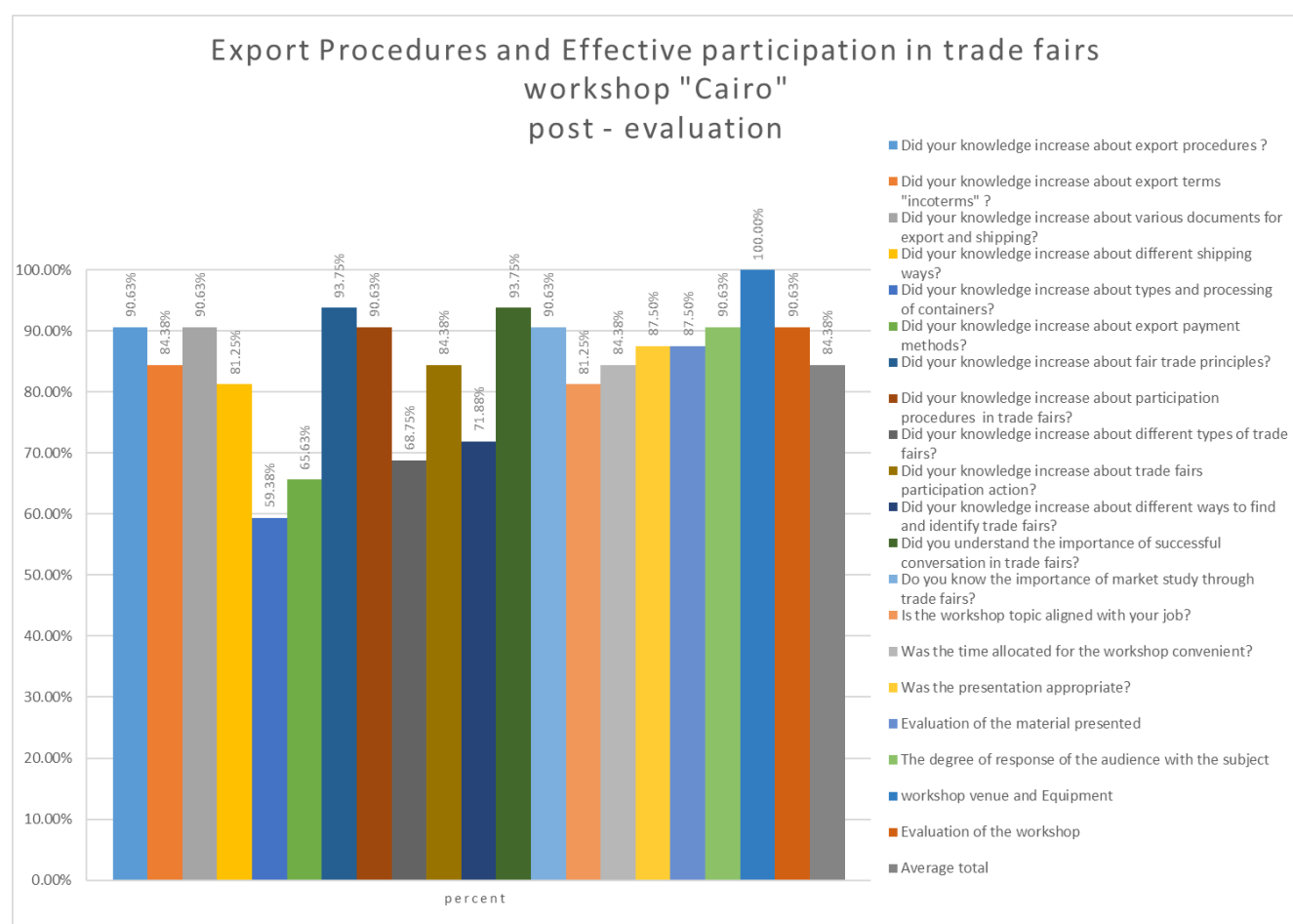
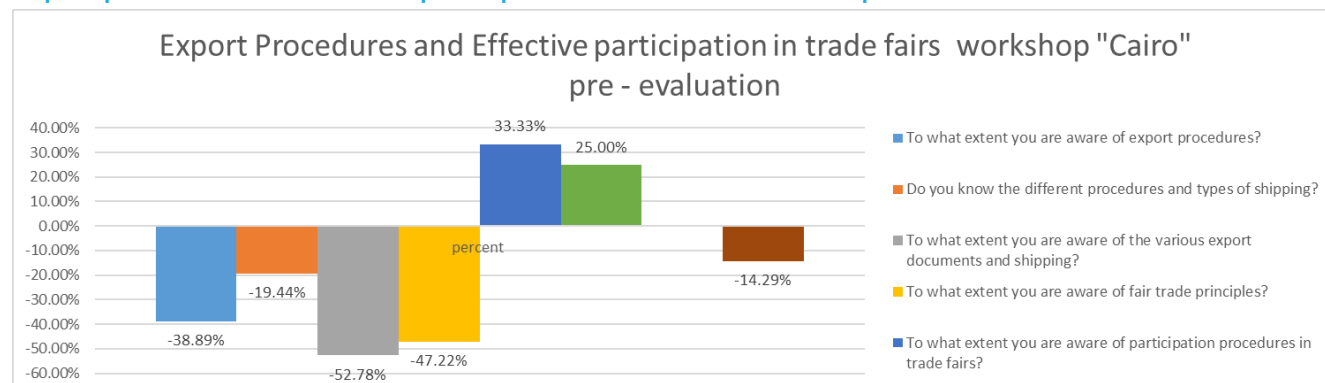
Effective participation in trade fairs workshop "Damietta"



RAISING AWARENESS OF SUPPORT INSTITUTIONS IN TARGETED CLUSTERS IN EXPORT PROCEDURES & PARTICIPATION IN LOCAL/INTERNATIONAL TRADE FAIRS

Cairo

Export procedures and effective participation in trade fairs workshop results



Immediate impact

By the end of the workshops and coaching sessions, participants were able to gain the following knowledge and skills about:

A. Export procedures

- ✓ Incoterms 2010
- ✓ Main documents required for the completion of export procedures
- ✓ Volume weight and CBM calculation
- ✓ Different means of export transportation
- ✓ International and bilateral agreements that help in acquiring competitive edge
- ✓ Various methods of payment for foreign trade
- ✓ Logistics, Transportation and Packaging
- ✓ Types of containers and pallets
- ✓ Universal labels/ marks used on shipping products
- ✓ Export support programs & government export subsidies provided to MSMEs

B. Effectively plan and participate in local/international trade fairs

- ✓ Searching for appropriate trade fairs
- ✓ Selecting & booking a suitable booth for cluster products and planning the budget
- ✓ Preparation of a feasible marketing plan for clusters products in the trade fair
- ✓ How to prepare attractive & effective booth in trade fairs
- ✓ Using photos and graphics in the booth
- ✓ How to invite potential buyers/ importers by email
- ✓ How to organize and implement a successful follow-up plan to optimize cluster sales after the trade fair
- ✓ Exploiting trade fairs as a tool for gathering information about competitor clusters
- ✓ International best practices in participation in trade fairs
- ✓ Advantages of collaboration to reduce costs, have higher bargaining power, etc.

C. Fair trade

- ✓ History of Fair Trade
- ✓ Fair Trade principles
- ✓ Fair Trade towns, schools and universities

D. La Casa trade fair

- ✓ Exhibiting jointly in one collective open booth
- ✓ Sharing one catalogue for the fair
- ✓ Setting up and adopting one price list for all carpets sold in the fair
- ✓ Labelling all carpets sold in the fair with information regarding number of knots, type of material and carpet size and having this label approved and stamped by the Egyptian Export Council for Handicrafts (EECH)
- ✓ Collecting potential buyers' information on a special form previously designed before the show to facilitate future follow-ups

RAISING AWARENESS OF SUPPORT INSTITUTIONS IN TARGETED CLUSTERS IN EXPORT PROCEDURES & PARTICIPATION IN LOCAL/INTERNATIONAL TRADE FAIRS

- ✓ All key players involved celebrated the World Fair Trade Day 2016 on May 14th



The consultant refrained from gathering contacts and sales data from the NGOs exhibiting at the fair due to high competition between them and fear of sharing the information. Therefore, the consultant preferred to depend on visual monitoring and open ended questions to NGOs staff members to evaluate the fair. The consultant did witness several business deals during fair days and all the NGOs expressed their satisfaction and gratitude to the support received.

Findings and recommendations

Findings and recommendations for the carpet cluster in Monofeya

- It is advisable that each village/city, producing handmade carpets in Egypt, will specialize in one or two type of carpets maximum. For example, Saqiet Abu Shaara will produce traditional oriental designs and conventional carpets, Beni Sueif will produce contemporary designs. A third village/city will produce hand-tufted carpets, etc.
- Create a high quality brand for carpets which will stand synonym with Egyptian handmade carpets. We need to showcase that Egyptian carpets are world-class products, with excellent price and value for money. Each village could have its own quality brand which will then fall, together with other sub-brands from other villages, under the main brand for Egyptian quality carpets. Branding carpets must be connected with implementing a strict control system on labeling handmade carpets with number of knots, material and size and certifying this information.
- In addition to hand-knotted carpets, hand tufting must be introduced to some of the artisans. Hand tufting is the most common method of manufacturing carpets today for reasons of design, speed and cost. Created with use of hand-held tufting tools, hand tufted carpets have reputation for being sturdy and wearing well over period of time. Hand-tufted carpets in the price range of USD 25-40 per square meter are the most popular ones in the international market.
- Hand spun wool yarn must be introduced to the artisans and could be an additional value added to the current value chain already existing.
- With their increasing concern for environment and conserving natural resources, consumers all over the world are showing increasing preference for products made through recycling of raw

materials, waste, used and discarded products. From fabric, yarn and fiber waste of textiles to used garments, worn out tires and tubes... a number of such materials could be used in a highly creative manner to produce carpets.

- Creating a database of all international carpets designs that will be made available for any artisan.
- Providing the NGOs with the special software specialized in drawing the carpets and printing it with the necessary scale to be used directly by the artisan.
- Apply modernized dying processes and new finish techniques for the carpets.
- Participating at Domotex (Hanover, Germany) which is considered to be the most important annual global trade show for rugs, carpets and floor covering industry, where designers, manufacturers, importers, wholesalers and retailers from all over the world converge for their annual meeting and business discussions. This show is very important for Egyptian artisans/exporters to understand the latest market and product trends, upcoming fashion, design and color trends, new techniques, materials and technologies with current international perspective.
- USA followed by Europe (Germany, UK, France being leading importers) are traditionally the biggest and established markets for carpets. USA still promise some growth. It is a dynamic market where economy is doing well. Europe however, seems to be stagnant today, with no sign of revival in demand, forcing exporters to find new markets. Scandinavian countries have an unexplored potential to be tapped. Latin American countries like Brazil, Chile, Argentina and Colombia have a large unexplored potential but import duties in some of these countries need to become more rational. Popularity of handmade carpets is also becoming stronger in South-East and Far-East Asia. Countries like Malaysia, Singapore, Indonesia and Korea have potential that needs to be explored. Malaysia itself is becoming a trading hub for South-East Asian countries. China, Taiwan and Hong Kong have already emerged as attractive markets. Chinese are very fond of handloom carpets, especially the ones made from wool and cotton. They admire in particular geometrical designs. As for Middle-East, as a market it has been stable in demand, primarily for classic oriental and silk carpets. In general, preferential trade agreements are needed with most of these potential countries.

Findings and recommendations for the kilim cluster in Kafr El Sheikh

- Made from wool or cotton, kilims in the international markets have become increasingly collectible in recent years, with quality pieces commanding high prices.
- In Egypt, kilim suffered during the last 5 years due to lack of tourists. Number of skilled artisans has decreased dramatically from 15000 artisans before 2011 to 2000 artisans in 2016. Currently, the new generation abstain from learning this craft and the minimum average age for artisans now is 40 years.
- The average income now for the artisan is 30 EGP per day, which should be increased to a minimum of 75 EGP per day.
- To increase artisans' income, SFD should focus on the main 3 pillars of this craft:

1. Processes: several processes should be tackled in parallel while coaching the beneficiaries on implementing them as well, namely: marketing, supply chain and logistics, network building and institutional building.
2. Product: will be developed in terms of range, design concepts, and quality specifications so as to maintain the character of the handicrafts in the region while giving them a contemporary edge.
3. People: capacity building process for the people consists of training and capacity building programs followed by coaching on the processes during implementation and roll out so as to make sure the skills and know how are transferred.

Findings and recommendations for the furniture cluster in Damietta

- NGOs and artisans showed a huge interest in capacity building trainings.
- Coaching is key as NGOs showed lack of experience in providing BDS services to their members.
- Making sure that choosing exhibitors for any trade fair should be from NGOs' members too and not only from board of directors.
- All NGOs expressed the importance of continuous coaching to guarantee improvement and sustainability.
- Training NGOs' staff on using the internet and social media to communicate with the local market.

Findings and recommendations for SFD

- Providing SFD employees with the necessary capacity building workshops followed by coaching sessions on the following main topics to have the ability to better cater to the needs of NGOs and artisans:
 1. Product development and design
 2. Costing and pricing handicrafts
 3. Quality assurance
 4. Packaging and branding
 5. Marketing and sales
- SFD should do a better job in announcing its plan for capacity building trainings and workshops and relate the attendance with receiving other financial and non-financial services
- SFD's one stop shop to facilitate the service of acquiring the export license for NGOs/artisans
- SFD should come into a triparty agreement with the Chamber of Handicrafts and the Egyptian Export Council for Handicrafts (EECH) to provide their members with financial and non-financial services tailored to their specific needs
- SFD should help the Handicrafts Chamber to develop the sector and EECH to implement its export strategy
- SFD should adopt the concept of One Tambon One Product (OTOP) implemented in Thailand which is similar to One Product One Village (OVOP) implemented in Japan. OTOP adopted the concept of giving stars to the products according to certain criteria and the more the stars a product got, the more the government provided its producer with subsidized services as encouragement



Export readiness of targeted NGOs in the two clusters

All targeted NGOs in the two clusters not only lack the export experience but also lack the fundamentals of basic trade. NGO's lack in market exposure and experience in marketing and selling activities. In addition, communication skills are very weak and almost all of them are internet illiterate. NGOs expressed difficulties in sourcing good quality raw materials and the inability to purchase in bulk due to lack of necessary funds. Board of Directors and management staff generally lack in vision and plans in the area of job creation and youth development.

Therefore, it is not advisable to train them to export. Instead, the NGOs should be trained to successfully support their members in sourcing high quality/cheaper raw materials, developing new and high quality products, accessing loans, buying machines/tools to increase production capacity and linking with other key-players in the value chain (designers, exporters, retailers, industrial chambers, export councils, etc.) to increase their sales.

Further capacity development needs required

NGOs need capacity building in all aspects of craft development in order to improve their services towards helping the artisans to find a decent livelihood in crafts. The following are specific needs that are fundamental to any successful business:

- Product development and design
- Costing and pricing
- Quality assurance
- Marketing and sales
- Team building

- Business development support (BDS) services
- Team building

Recommendations at the policy level

Development funds can play a significant and specialized role in breaking the vicious cycle of “low cost, poor quality production and lower return” by:

- Bridging gaps between large sourcing companies and local groups of artisans: During the process of building up relationships, the highest level of hindrance comes in the grouping of artisans and ensuring timely and high quality products. Therefore, continuous training and coaching should be provided to NGOs to elevate their level of performance for at least 2-3 years to guarantee self-sustainability.
- Ensuring growth with equity: As in any market-driven growth process, here also resources have natural tendency for getting tagged with the most resourceful (maybe due to their efficiency) producers. As a result, among the poor and the poorest producers, the poorest producers do not naturally become a part of this process. It is here that development funds need to ensure their special inclusion with the support by specialized “network brokers” to start with, and also invest in their capability building process, such that the poorest naturally become a part of the process in the future.

Another issue of importance here is the typology of institutions which can implement such processes. In general, the policy depends heavily on GOs and NGOs in organizing such activities. However, such organizations do not have any comparative advantage other than organizing individual entrepreneurs. Here the involvement of private organizations which have experience in marketing or finance have advantages in coordinating the artisans and moving them towards entrepreneurship. As artisans are interested in profit and here they show greater faith in organizations whose prime motive is earning profit. Such organizations can be private corporate, banks and MFIs.

The policy needs to provide development gap fund to ensure the following:

1. Prepare artisans for group entrepreneurship;
2. Ensure inclusiveness - equity with growth;
3. Involve private corporate and specialized financial and banking institutions in implementing this process along with traditional non-profit organizations;
4. Involve a knowledgeable broker to steer the growth process from the beginning;
5. Continue to support creation of cluster specific support infrastructure

For top management

- All NGOs need continuous coaching and team building workshops to improve their managerial skills and focus on providing BDS services to their members instead of exporting themselves.
- It is crucial to train young Egyptian designers on product development to be the driving force in developing new designs and techniques for the above mentioned organic clusters.
- In field incubators is the best method to guarantee positive results with targeted NGOs/artisans. This means that a full financial and non-financial support is provided to them during the first year and gradually decreasing till their exit phase after 3 years. During these 3 years of incubation, services are provided at their place of work.
- It is advisable that each village/city, producing handmade carpets in Egypt, will specialize in one or two type of carpets maximum.
- Create a high quality brand for carpets which will stand synonym with Egyptian handmade carpets. Branding carpets must be connected with implementing a strict control system on labeling handmade carpets with number of knots, material and size and certifying this information.
- Providing SFD employees with the necessary capacity building workshops followed by coaching sessions to have the ability to better cater to the needs of NGOs and artisans.
- SFD's one stop shop to facilitate the service of acquiring the export license for NGOs/artisans and should come into a triparty agreement with the Chamber of Handicrafts and the Egyptian Export Council for Handicrafts (EECH) to provide their members with financial and non-financial services tailored to their specific needs.

Annexes

القيد في سجل المصدرين

- مكان تأدية الخدمة:

مكان تأدية الخدمة – الهيئة العامة للرقابة على الصادرات والواردات - المركز الرئيسي بالقاهرة أو فروع (السادس من أكتوبر -إسكندرية - بورسعيد - السويس - دمياط)

- المستندات المطلوبة:

- مستندات قيد المصدر الفرد

١. طلب القيد في سجل المصدرين موقعا عليه من الطالب او من وكيله او الممثل القانوني لصاحب الشأن متضمن بيانات متفقه مع بيانات السجل التجاري (أصل + صورة)
٢. مستخرج رسمي من صحيفة القيد في السجل التجاري ساري مبين به نوع النشاط التجاري وتاريخ بدء القيد وان راس المال لا يقل عن ١٠ الاف جنيه للمشروعات الإنتاجية او ٢٥ ألف جنيه لغيرها من المشروعات الاخرى على ان يتضمن نشاط التصدير او الاتجار او الإنتاج
٣. استيفاء الاقرار الخاص بالقيد بسجل المصدرين متضمنا اقرار الحالة الجنائية موقعا منه شخصا امام الموظف المختص بالإدارة او اعتماد صحة التوقيع من البنك
٤. صورة مستند اثبات الشخصية
٥. شهادة مزاولة التصدير للمسئول عن التصدير وصورة اثبات الشخصية له
٦. إذا تضمن مستخرج السجل التجاري وكيل مفوض يتم استيفاء المستندات الخاصة كمستندات صاحب الشأن
٧. الرسوم والدمغات المقررة تسدد بخزينة الهيئة وقيمة الرسوم المقررة للقيد خمسون جنيها
٨. يتم تسليم البطاقات بعد ساعتين من السداد بالخزينة
٩. رقم التسجيل الضريبي

- مستندات قيد شركات التضامن او التوصية بنوعيتها

١. طلب القيد في سجل المصدرين موقعا عليه من المدير المسئول الذي له حق التوقيع عن الشركة او من وكيله او الممثل القانوني له متضمن بيانات متفقه مع بيانات السجل التجاري (أصل + صورة)
٢. مستخرج رسمي من صحيفة القيد في السجل التجاري ساري على ان يكون راس المال المثبت به لا يقل عن ٢٠ ألف جنيه للمشروعات الإنتاجية و٥٠ ألف جنيه للأنشطة الاخرى، ويكون التصدير من اغراض تأسيس الشركة
٣. استيفاء الاقرار الخاص بالقيد في سجل المصدرين متضمنا اقرار الحالة الجنائية من كل الشركاء المتضامين والمديرين ومن لهم حق الإدارة والتوقيع عن الشركة موقع عليه منهم شخصا امام الموظف المختص بالإدارة او اعتماد صحة توقيع كل منهم من البنك
٤. صورة مستند اثبات الشخصية لكل من ورد اسمه بالسجل التجاري
٥. بيان بتحديد المسئول عن التصدير
٦. شهادة مزاولة التصدير للمسئول عن التصدير وصورة مستند اثبات الشخصية له
٧. الرسوم والدمغات والمصاريف المقررة تسدد بخزينة الهيئة او بحواله بريديه حكومية باسم الهيئة العامة للرقابة على الصادرات والواردات او بشيك مصرفي وقيمتها ٥٠ جنيه (خمسون جنيها)
٨. يتم تسليم البطاقات بعد ساعتين من السداد بالخزينة
٩. رقم التسجيل الضريبي

- مستندات قيد الشركات المساهمة وذات المسؤولية المحدودة المنشأة وفقا
للقانون رقم ١٥٩ لسنة ١٩٨١

١. طلب القيد في سجل المصدرين موقعا عليه من له حق التوقيع عن الشركة او من وكيله او من ممثله القانوني متضمن بيانات متفقته مع بيانات السجل التجاري (أصل + صورة)
٢. مستخرج من صحيفة القيد بالسجل التجاري ساري متضمنا نوع النشاط ورأس المال ومن لهم حق الإدارة والتوقيع، والتصدير يكون من ضمن اغراض الشركة ورأس المال لا يقل عن ٢٠ ألف جنيه للمشروعات الإنتاجية و٥٠ ألف جنيه للأنشطة الأخرى
٣. بيان بتحديد المسئول عن التصدير
٤. شهادة مزاوله التصدير للمسئول وصورة اثبات الشخصية له
٥. صورة مستند اثبات الشخصية لرئيس مجلس الادارة والعضو المنتدب ومن له حق التوقيع عن الشركة للشركات المساهمة، والوارد اسمائهم في السجل التجاري بالنسبة للشركات ذات المسؤولية المحدودة
٦. استيفاء الإقرار الخاص بالقيد في سجل المصدرين متضمنا إقرار الحالة الجنائية موقع من رئيس مجلس الإدارة والعضو المنتدب ومن له حق التوقيع عن الشركة في حالة الشركات المساهمة ومن جميع المديرين ومن لهم حق التوقيع عن الشركة في حالة الشركات ذات المسؤولية المحدودة وذلك امام الموظف المختص بالإدارة او معتمدا صحة توقيعه من البنك
٧. الرسوم والدمغات والمصاريف المقررة تسدد بخزينة الهيئة او بحواله بريديه حكومية باسم الهيئة العامة للرقابة على الصادرات والواردات او بشيك مصرفي وقيمتها ٥٠ جنيه (خمسون جنيها)
٨. يتم تسليم البطاقات بعد ساعتين من تاريخ السداد بالخزينة
٩. رقم التسجيل الضريبي

- شروط قيد الهيئات العامة وشركات القطاع العام والاعمال العام في سجل
المصدرين

١. طلب القيد في سجل المصدرين وفقا للنموذج المقرر بالهيئة، والمتضمن كافة البيانات عن الشركة او الهيئة وذلك بتوقيع رئيس الجهة او الممثل القانوني للشركة (ويجب ان تكون بيانات الطلب متفقته مع السجل التجاري (أصل + صورة)
٢. مستخرج ساري من صحيفة القيد في السجل التجاري يبين من لهم حق الإدارة والتوقيع عن الشركة، ونوع النشاط، وان التصدير من اغراضه (بالنسبة للقطاع العام)
٣. الوقائع المصرية التي تفيد انشاء الهيئة او القرارات التي تفيد انشائها
٤. المستند الدال على نشاط التصدير بالنسبة للهيئات العامة
٥. سداد الرسوم والمصاريف المقررة بخزينة الهيئة ومقدارها خمسون جنيها وكذا الدمغات المطلوبة
٦. استيفاء الإقرار الخاص بالقيد في سجل المصدرين موقعا عليه ممن له حق التوقيع شخصا امام الموظف المختص بالإدارة او معتمدا صحة توقيعه من البنك او بخاتم الهيئة او الشركة القابضة
٧. صورة مستند اثبات الشخصية لرئيس مجلس الادارة والعضو المنتدب ومن له حق التوقيع عن المنشأة
٨. بيان بتحديد المسئول عن التصدير ومن له حق الادارة والتوقيع عن الشخص الاعتباري للهيئات فقط
٩. شهادة مزاوله التصدير للمسئول عن التصدير وصورة مستند اثبات الشخصية له
١٠. يتم تسليم البطاقات بعد ساعتين من السداد بالخزينة
١١. رقم التسجيل الضريبي ان وجد

- شروط قيد الجمعيات التعاونية

١. طلب القيد في سجل المصدرين وفقا للنماذج المجانية بالهيئة أو أحد فروعها موقع ممن له حق التوقيع عن الجمعية أو الاتحاد أو من يمثله قانونا يتضمن كافة البيانات عن الجمعية أو الاتحاد، والنشاط ونوع الاصناف التي تصدرها، والسمة التجارية والعنوان الرئيسي (أصل + صورة)
٢. صورة من سند الانشاء أو اللائحة الخاصة بنظام الجمعية أو الاتحاد أو قرار انشاء الجمعية أو الاتحاد لإيضاح من لهم حق الإدارة والتوقيع، وان التصدير أو الاتجار أو الانتاج من اغراض الجمعية
٣. سداد الرسوم والمصاريف المقررة بخزينة الهيئة ومقدارها خمسون جنيها
٤. بيان بتحديد المسئول عن التصدير
٥. شهادة مزاولة التصدير للمسئول عن التصدير وصورة مستند اثبات الشخصية له
٦. المستند الدال على وجود نشاط التصدير
٧. صورة مستند اثبات الشخصية لمن له حق التوقيع عن الجمعية أو الاتحاد
٨. استيفاء الاقرار الخاص بالقيد في سجل المصدرين متضمنا اقرار الحالة الجنائية موقعا عليه ممن له حق التوقيع شخصيا امام الموظف المختص بالإدارة أو معتمد صحة توقيعه من البنك
٩. يتم تسليم البطاقات بعد ساعتين من السداد بالخزينة
١٠. رقم التسجيل الضريبي

إجراءات المتعاملين مع الجمارك

التصدير:

لا يجوز التعامل مع من يرغب في التصدير بقصد الاتجار إلا بعد تقديم المستندات التالية:

- البطاقة الضريبية
- ما يفيد القيد بسجل المصدرين، ويستثنى من ذلك شركات الاستثمار التي تقوم بتصدير منتجاتها أو ما يستثنى بنص خاص
- شهادة التسجيل بضرائب المبيعات أن كان المصدر خاضعاً للتسجيل